PA40 Position Update

IRIS
Integrated Resource
Information System

Process: Use transaction PA40 to process a Position Update Action when an employee is staying in the same position (the **Position** number will not change), but one or more of the master data attributes for the position has changed. For example, the position's title has changed from College Business Officer to College Budget Officer; or the number of work hours per week for the position has changed from 37.5 to 40.

**Prior to processing this transaction, all required approvals must be obtained and the necessary change(s) to the position's master data made (HR Compensation maintains regular staff positions; departmental HR personnel maintain student, faculty and some temporary positions).

Role: Authorized Users	**Frequency:** When Needed
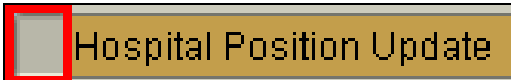
Beginning	
Enter the transaction code	PA40

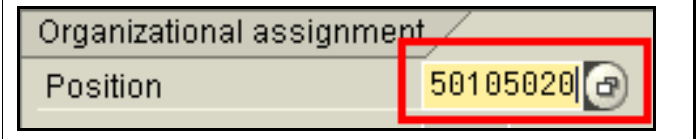| Personnel Actions	
Person ID	Enter the employee's Person ID or use the **Possible Entries** icon to select
Press **Enter** to populate the employee's information at the top of the screen	
Start	Enter the date in which the new position attribute(s) should take effect
Click on the **Select** button to the left of the appropriate **Position Update** Action Type (**Position Update** is for Campus positions)	Position Update / Hospital Position Update
Click on the **Execute** icon	

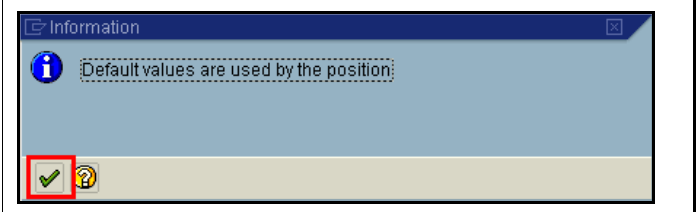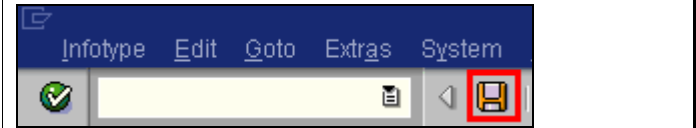| Copy Actions (0000)	
Click on the **Possible Entries** icon in the **Reason for Action** field, then double-click on the appropriate reason for position update	Ac... / Name of reason for action 01 Reclassification/Re-evaluation 02 Title Change 03 Change in weekly hours 04 Payroll Area Transfers 05 Change in Title Series or Rank 06 Summer Hours 07 Return from Summer Hours 08 Inter Department Transfer

<u>Delete</u> the **Position** number and press **Enter** to completely clear out that value	Position
Read the delimit message and press **Enter** to accept – For example:	
⚠ Record valid from 11/27/2005 to 12/31/9999 delimited at end	
<u>Re-enter</u> the exact same **Position** number and press **Enter**	Organizational assignment Position 50105020

Information Window

When the **Information** window appears, click on the **Continue** icon Many of the position's attributes will be brought into the employee's master data record, and you will see this information displayed on various infotypes as you go through this Action.	Information ⓘ Default values are used by the position ✓

Copy Actions (0000)

Read the delimit message and press **Enter** to accept – For example:	
⚠ Record valid from 11/27/2005 to 12/31/9999 delimited at end	
Click on the **Save** icon	Infotype Edit Goto Extras System ✓ 📄 ◁ 💾

Create Organizational Assignment (0001)

Press **Enter** – The system populates the fields in this infotype.	
Read the delimit message and press **Enter** to accept – For example:	
⚠ Record valid from 11/27/2005 to 12/31/9999 delimited at end	
Click on the **Save** icon	Infotype Edit Goto Extras System ✓ 📄 ◁ 💾

Create Planned Working Time (0007)

Press **Enter** to populate the fields – The system will also validate that the **Employment percent** and **Personnel Subarea** fields are in sync. Always check the message in the Status Bar (lower-left corner of the window). It will indicate if the **Employment percent** is fine or if it must be changed!

For example, if the position has a **Personnel Subarea** of **Reg FT**, then the 100.00 **Employment percent** is fine. If the position has a **Personnel Subarea** of **Temp PT <.20**, then you must change the **Employment percent** to a number less than 20.00.

Read the system messages and press **Enter** to accept – For example:

(!) Attention: Please check Basic Pay infotype (0008)

(!) Record valid from 11/27/2005 to 12/31/9999 delimited at end

Click on the **Save** icon

Infotype   Edit   Goto   Extras   System
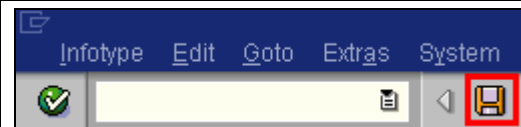
Create Basic Pay (0008)

Enter the appropriate pay rate for the employee in the **Amount** field

Wa...	Wage Type Long Text	O.	Amount	Curr...	
1005	Hourly Rate		17.00	USD	
				USD	

Press **Enter**, which will populate the **Annual Salary** field

Read the delimit message and press **Enter** to accept – For example:

(!) Record valid from 11/27/2005 to 12/31/9999 delimited at end

Click on the **Save** icon

Infotype   Edit   Goto   Extras   System
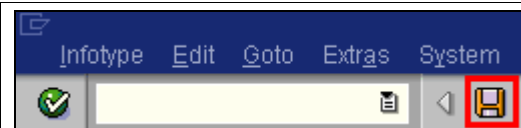
Personnel Actions

The system should now return you to the initial **Personnel Actions** window; the Action is completed. Now use transaction **ZHR_PAR** to generate and print the required Payroll Authorization Record (PAR). Refer to the **ZHR_PAR Generating a PAR** QRC on the IRIS myHelp web site for the complete instructions: http://myhelp.uky.edu/rwd/HTML/HR/QRC_ZHR_PAR_Generating_a_PAR.pdf.